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DDA 79-2348/4

19 September 1979

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Chief, Information Services Staff

FROM: Clifford D. May, Jr.  
Associate Deputy Director for Administration

SUBJECT: Long-Range (10-Year) Communications  
Requirements ☐

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1. The Office of Communications has initiated a project which will ultimately lead to the replacement of its existing data and message relay systems. The scope of this effort

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In order to define the user needs upon which the system requirements and resultant network architecture will be based, a directorate-level user coordination group has been established. This group will serve as a focal point for identifying user communications requirements for OC. In addition to directorate representation, this user group also includes representatives from the Office of Data Processing. ☐

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WARNING NOTICE  
INTELLIGENCE SOURCES  
AND METHODS INVOLVED

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SUBJECT: Long-Range (10-Year) Communications Requirements ☐

2. OC has tentatively identified five classes of service for which new requirements are being solicited:

MESSAGE SERVICE

Narrative message

Data message

GENERAL (NON-MESSAGE) SERVICE

Interactive

Transactional

Bulk

OC personnel will define each class of service and provide examples at a kickoff meeting discussed below. ☐

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3. In soliciting new communications requirements, no attempt is being made to catalog existing requirements that are currently being satisfied. Rather, you are requested to identify only those requirements that are:

- New;
- Not presently being satisfied; or
- While presently being satisfied, will change significantly during the planning period.

This call for communications requirements is very different from OC's annual call for requirements as a part of the yearly program/budget process. The annual call relates to your more immediate needs, whereas this call is directed at longer-term requirements. ☐

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4. To initiate this requirements collection process, you are asked to provide representation at a meeting that will be held on 27 September 1979 in Room 7D32 Headquarters at 1:30 p.m. Appropriate OC personnel will further explain their

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needs and answer questions. We will also discuss the manner in which requirements data will be collected. In the meantime, please provide the name of your action officer to ☐ extension ☐ the Directorate Communications Requirements Officer. ☐

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Clifford D. ~~May~~, Jr.

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cc: DD/A/ODP/D Division  
Attn: ☐

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